

MINUTES
BOARD OF ALLEN COUNTY
COMMISSIONERS

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Clerk-Brittany Woods-bwoods@allencountyohio.com

Board of Allen County Commissioners will be in session

Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
DATE	March 17, 2026
LOCATION	COMMISSIONER'S MEETING ROOM
	PRESENT: Brian Winegardner Beth Seibert Cory Noonan
TIME:	GENERAL SESSION – RECORDED
8:00 a.m.	<p>Auditor Quarterly Update—Rachael Gilroy, Keith Cheney and Ciara Maag</p> <ul style="list-style-type: none"> • Discussion on ADA compliance for all county websites -deadline is April 24, 2026 -IT is currently working on updating the county websites to meet requirements, however even with overtime, there is concern all will not be able to be updated by the deadline -received a quote from NOW Media \$8,500.00 to assist with updating all 11 county websites -yearly cost for maintaining would be \$6,050.00 -Commissioners will discuss further • Discussion on IT switch costs needed for the Government Center –estimated cost is currently \$40,000.00 -Commissioners will further discuss • Provided an update on Recalculation for second half property taxes • General discussion on the county planning to take debt out for the Courthouse Renovation Project -Auditor Gilroy and Treasurer Bohn will discuss • Hosted the Northwest Auditor's Association Meeting last month at Midwest Shooting -event was well intended and event was wonderful

	<ul style="list-style-type: none"> • Financial Transaction Device discussion go deed e-filing for the Auditor’s Office -process must be in place by July 1st -review of received proposals will be discussed Thursday • Discussion on repayment of supplemental pay and how taxes will be returned to the employee from Sheriff Office Union employees if they leave employment -Auditor’s Office has been running test modules to determine best way to have funds returned to the county as well as taxes being corrected • Discussion on large rolodex filing cabinet in the Auditor’s Office -due to the current unit not being able to be moved, a replacement unit weighs 6,000 lbs and the new Government Center has allowed support for the unit however the design of the building did not account for the dimensions of the unit, as the ceilings are too low -vendor is currently attempting to create a shorter and wider unit to accommodate the space allotted in the Government Center -estimated cost for the new unit is \$70,000.00 • General discussion on furnishings for the Government Center
<p>9:01 a.m.</p>	<p>RECESS</p>
<p>9:23 a.m.</p>	<p>Staff Update/County Projects Discussion</p> <p>Mark Evans, Bricker Graydon—</p> <ul style="list-style-type: none"> • Review and discussion on Contractors claim for extension of completion date for the Administration Building Project -contract documents have specific procedures for filing a claim, and if procedure is not followed and specific form is not filed, the contractor waves a right to a claim -any change to the completion date must be approved by the Commissioners via a Change Order, which has not been done to date • Discussion on the contractor’s perception that the completion date had been modified through the Design Firm, WDC Group -this is incorrect and the contractual completion date has not been changed

-currently, without the completion date being changed by the Commissioners, the county is entitled to liquidated damages if the contractors do not complete the project by the contract completion date

- **Commissioners would like Mark Evans to provide a response to the contractors/architect request for an extension to the completion date of the Administration Building Project in regards to a legal interpretation of the project contracts**
- **General discussion on procurement for furnishings of the Administration Building Project**
 - individual offices can purchase furnishing through State Term Contracts and others can be done through bidding/sealed proposal

At 9:39 a.m., Mark Evans left the meeting

Sofia Clifton (per Susan Wildermuth)—

- **Received \$750.00 reimbursement from CORSA for Sheriff's Office Background Checks**
- **Attending BWC Claim trial this week**

Susan Wildermuth—

- **Next monthly budget update will be next Wednesday**
- **Discussion on Bath Deputy Services Contracts**
 - Susan Wildermuth has provided funding information and will send to Commissioners for review
- **Discussion on John Willamowski Jr. working with Susan Wildermuth to get her included on Opioid Funding items**
- **Discussion on Supplemental Pay**
 - email communication has been sent to all Elected Officials and Department Heads
 - resolutions items will be on Thursdays Agenda

Brittany Woods—

- **Discussion on revised plat for B Street Vacation**
 - Kimberly Stiles, Allen Water District, requested an easement be noted on the plat
 - Core Consultants to revise the plat to include requested easement
 - view for street vacation will be held this Thursday

- **Discussion on Child Support Enforcement Agency Agreements and obtaining Purchase Orders process**
-Commissioners are good with moving forward with said process
- **Discussion on Courthouse Request for Qualifications**
-Mark Evans, Bricker Graydon, has provided draft documents
-Brittany Woods will review and provided necessary information
- **Discussion on furnishings for the Government Center**
-the county can request sealed bids or sealed proposals

Brian Winegardner—

- **Discussion on Recorders request to purchase her own furnishings for the Government Center through State Schedule Purchasing**
-Mark Evans, Bricker Graydon, did confirm this is a possibility, however the Commissioners would like Chris Widener, WDC Group, to complete his meeting with Elected Officials/Department Heads to determine furnishing needs

At 9:58 a.m., Jason Patchet entered the meeting

- **Discussion on Bath Township Deputy Services Agreement in regards to the Sheriff Office handling vehicle maintenance**
- **Discussion on Change Order for carpet and flooring changes for the Government Center in the amount of \$40,278.00**
-Commissioners are in agreeance with Change Order and will be placed on Thursdays Agenda for approval
- **Discussion on Change Order for bulk head in the Veterans Office in the Government Center in the amount of \$2,265.50**
-Commissioners would not like to move forward at this time
-If bulkhead is needed in the future, it will be further discussed
- **Discussion on damage to the Vandemark Building**
-Commissioners would like a tarp placed on the damaged area once safe to enter the roof
- **Clerk of Courts is currently in the process of moving into the previous Public Defender's Office**

- **Provided Thanks to the Commissioners for the supplemental pay for Building and Grounds staff**
- **Provided an update on projects at the Veterans Garage**
- **Discussion on Auditor's Office rolodex filing unit in regards to the item fitting into the Government Center Building**
-when building was designed, it was believed that the current unit would be moving to the Government Center and the ceiling height could be accommodated to hold the unit
- **Discussion on funding for moving of IT switches**
-Jason Patchet will discuss with Chris Widener, WDC Group to determine if the cost is within the IT budget of the Building Project or if those would be additional funds needed
- **Child Support Enforcement Agency Bid Opening has been moved to March 26th at 2:00 p.m.**

At 10:33 a.m., Jason Patchet left the meeting and John Willamowski Jr. entered the meeting

John Willamowski Jr. -

- **Review and discussion on memo provided by John Willamowski Jr. in regards to the County Engineer's request for additional funding for administration of Stormwater Management and Sediment Control Regulations**
- **Discussion on upcoming annexation hearing**
-Commissioners would like to have a discussion prior to the hearing to review procedure of hearing
-will plan to meet Monday at 2:30 p.m. to discuss

Beth Seibert—

- **Will be attending the upcoming Northwest District Meeting, however will miss Allen County Engineer's Road Program meeting**
- **Received a request from Jack Miller, Union Representative, to have a meet and greet with the Commissioners**
-Beth Seibert will work on scheduling a time to meet with their group
- **Upcoming Health Advisory Committee Meeting will be held on March 26th**
-Officer nominations will be handled at that meeting

-Commissioner Noonan will plan to attend on behalf of the Commissioners for 2026

- Father Ross and Pastor Keith Hamblin will be providing prayer at the first agenda meetings for April and May**
- Received an invitation for a representative of the Commissioners to provide welcome/opening remarks at the Toast to the City Event on June 25th**
- Annual Police Memorial Event will be held on May 6th**
- National Day of Prayer will be held May 7th**
- Discussion on upcoming Workforce and Education Event**

Cory Noonan—

- Discussion on potential changes to Health Plans for the future**
-will further discuss at a later date
- General discussion on Debt Service Funds and its relationship to property taxes**
-general discussion on funding for the Child Support Enforcement Agency Relocation Project
-general discussion on funding for the Courthouse Renovation Project
- General discussion on procurement of furnishings for the Government Center Building**

Brittany Woods Continued—

- Discussion on Sheriff's Office Court Security retiree wish to request duty weapon**
-resolution was tabled last week, however the individual would like to now purchase said duty weapon
-Commissioners are in agreeance to place the resolution back on an agenda for approval

11:23 a.m.

RECESS

1:02 p.m.

County Engineer Quarterly Update – Brion Rhodes

- Discussion on possible implementation of a Tax Increment Financing (TIF) at the Amazon Warehouse site**
-TIF would allow property tax revenue be received by the county to be used toward infrastructure/roadway projects

-provided information and draft resolution that Cindy Leis, AEDG, obtained from Bricker Graydon to potentially implement proposed TIF

-Commissioners stated that this would need to be further discussed with the Auditor's Office as they would need to be involved within the creation of a TIF

- **General discussion on the Three-Way Agreement with the County Engineer, Commissioners and Allen Soil and Water Conservation District**

-Brion Rhodes is in agreeance with the agreement however wants to discuss an increase to permit fees to allow additional funds for compensation to the County Engineer's office for administration of the duties listed within the agreement

-general discussion on current fees and overview of the work performed by the County Engineer's office

-the permit fees are currently not covering the work being completed by the County Engineer's office

-discussion on funds received from inspection fees

- **Review of breakdown of hours spent by County Engineer Office staff that falls under the Stormwater Management and Sediment Controls Regulations/Three-Way Agreement with the Commissioners and Soil and Water**

-Commissioners would like to see an accurate log of hours spent on Stormwater Management and Sediment Controls Regulations/Three-Way Agreement

- **Review and discussion on Memo from John Willamowski Jr.**

-County Engineer Brion Rhodes has not reviewed the document and would like to do so prior to further discussion

At 1:56 p.m., Commissioner Noonan left the meeting

- **General discussion on current fee structure for items under the Stormwater Management and Sediment Controls Regulations/Three-Way Agreement**

-general discussion on potential revisions to the fee structure – this will not be able to be determined until more accurate numbers of hours worked is provided by the County Engineer

2:34 p.m.

RECESS

<p>5:00 p.m.</p>	<p>Bixel Two Stage Ditch Final Hearing—Bluffton Town Hall, 154 North Main Street, Bluffton, OH</p> <ul style="list-style-type: none"> • Commissioner Noonan opened the meeting and provided introductions • Nathan Davis provided an overview of ORC 6131 and 6137, outlining the petition ditch process <ul style="list-style-type: none"> -Review of project watershed map and provided an overview of the proposed project -project is 4,796 acres, with 337 parcels -Project will be funded through H2Ohio funds, with max grant funds available in the amount of \$563,605 -once project is complete, as a stipulation of the grant, the project must be put on county maintenance • Report of the County Engineer was reviewed <ul style="list-style-type: none"> -project is estimated to cost \$479,287.88, which is under the available grant funds -interest and bond council fees will also be able to be funded through the grant -if project is dismissed, costs incurred to this point will be assessed to the watershed • General review on proposed project timeline • Provided an overview of the appeals process per ORC • Public testimony was heard from those in attendance <ul style="list-style-type: none"> -several stated that there is a larger drainage issue than just this project -County Engineer’s Office provided information on how other projects can be filed • Commissioner Noonan provided a recap of the proposed project and discussed how maintenance assessments are calculated <p>Commissioner Noonan made a motion to approve Resolution #177-26, to move forward with the project to be paid for by H2Ohio funds with a maintenance assessment in the amount of 2% to the watershed. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</p>
<p>6:14 p.m.</p>	<p>ADJOURN</p>

Submitted by: Brittany N. Woods
Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners

Brian Winegardner
Brian Winegardner

Beth Seibert
Beth Seibert

Cory Noonan
Cory Noonan